



DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399

PHONE: 954.797.1100 • FAX: 954.797.1079 • WWW.DAVIE-FL.GOV

Tuition Reimbursement Pre-Approval Request Form

Employee's Town ID #: _____ Date of Request: _____

Employee: _____ / _____ Job Classification: _____
(Last Name) (First Name)

Department: _____ If Represented, Bargaining Unit (Union): _____

I wish to apply for Tuition Reimbursement Pre-Approval for the following: ☐ Degree Program
☐ College Course (one course per form):

College or University: _____

☐ Yes ☐ No - This college or university has received "institutional" accreditation as defined by the U.S. Department of Education or the program, department, or school under which the course will be taken has received "specialized" or "programmatic" accreditation as defined by the U.S. Department of Education.

(May be determined by reviewing the U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs at <http://ope.ed.gov/accreditation/Search.asp>.

If seeking pre-approval for a Degree Program, complete the following:

Degree Program: _____

Length of Program (number of credits hours): _____ Level: ☐ Associate ☐ Baccalaureate ☐ Masters ☐ Doctorate

- ☐ Yes ☐ No - Description of Degree Program is attached. (*Description is Required.*)
- ☐ Yes ☐ No - The Degree Program is closely related to the work the employee performs.
- ☐ Yes ☐ No - The Degree Program will help the employee render better performance to the town.
- ☐ Yes ☐ No - The degree program helps prepare the employee for a promotional opportunity within the career ladder in which the employee's current job classification resides.

If seeking pre-approval for a College Course, complete the following:

Course Title: _____

Course Code Number: _____ Length of Course (number of credits hours): _____

- ☐ Yes ☐ No - Course Description is attached. (*Description is Required.*)
- ☐ Yes ☐ No - The course is closely related to the work the employee performs.
- ☐ Yes ☐ No - The course will help the employee render better performance to the town.
- ☐ Yes ☐ No - The course is required to complete a degree program which is closely related to the work the employee performs.
- ☐ Yes ☐ No - The degree program for which the course is a requirement helps prepare the employee for a promotional opportunity within the career ladder in which the employee's current job classification resides.

(Continued on Page 2 of 2)

Complete the following if seeking pre-approval for either a Degree Program or a College Course:

Cost of Educational Expenses: _____ 80% of Cost of Educational Expenses = _____

- ☐ Yes ☐ No - Documentation from college or university indicating the cost of Tuition (the price of or payment for instruction) is attached. (Documentation is Required and should include cost of Tuition per credit hour.)
- ☐ Yes ☐ No - Documentation from college or university indicating the cost of Associated Fees is attached. (Documentation is Required, and should include only fees which if not paid would preclude the employee from taking the college course)
- ☐ Yes ☐ No - No more that a total of \$3,500 in Educational Expenses reimbursement has been requested for the upcoming Fiscal Year beginning in October.
- ☐ Yes ☐ No - Educational Expenses Reimbursement has been requested for no more than two (2) courses per semester.

I attest that the above information is true and complete. It is understood that an employee who voluntarily resigns or who is terminated may be required, upon employment separation, to reimburse the town for educational expenses if the employee has not completed two (2) years of paid continuous service after the course was completed.

Employee: _____
(Print Name) (Signature) (Date)

Department Director: _____
(Print Name) (Signature) (Date)

Tuition Reimbursement Pre-Approval Request: ☐ Approved ☐ Denied ☐ Returned for more information

Town Administrator: _____
or Designee (Print Name) (Signature) (Date)